



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1710.5D
N6

JAN 04 2000

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1710.5D

From: Commander, Naval Training Center, Great Lakes

Subj: MORALE, WELFARE AND RECREATION (MWR) POLICIES

Ref: (a) BUPERSINST 1710.11B
(b) BUPERSINST 1710.13A
(c) BUPERSINST 1710.20
(d) BUPERSINST 1710.19
(e) OPNAVINST 1700.9D
(f) NTCGLAKESINST 1700.10C
(g) NTCGLAKESINST 1700.39E
(h) BUPERSINST 1700.23
(i) NTCGLAKESINST 1700.1E
(j) NAVEDTRA 38021
(k) NTCGLAKESINST 11410.1L
(l) BUPERSINST 1710.18
(m) BUPERSINST 1710.15
(n) NTCGLAKESINST 1700.5A
(o) NTCGLAKESINST 5760.1D
(p) NTCGLAKESINST 4000.1A
(q) U.S. NAVREGS, 1990

1. Purpose. To promulgate policies, procedures and information regarding the administration and operation of an effective and well-rounded Morale, Welfare and Recreation (MWR) Program, and to promote the mental and physical well-being of authorized participants of the MWR fund, Naval Training Center (NTC), Great Lakes, Illinois, per references (a) through (q).

2. Cancellation. NTCGLAKESINST 1710.5C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Information. This directive sets forth policies, regulations and procedures for the administration and use of the MWR funds in connection with the NTC MWR programs as set forth by higher authority.

4. Reports. Commands supported by the MWR fund will submit a memorandum reporting the average on board count of personnel eligible to draw unit allocations to the Director of MWR within the first ten days of each quarter. In addition, reports must be broken down as follows:

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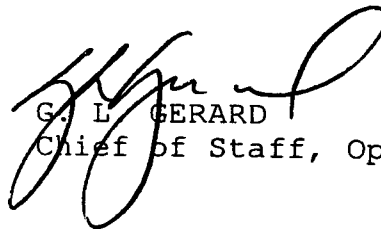
the first ten days of each quarter. In addition, reports must be broken down as follows:

a. Service School Command (SSC) report will include a breakdown of staff personnel by respective schools. Student personnel will be reported by school(s).

b. Recruit Training Command (RTC) report will include separate reports for recruits and staff personnel.

c. Naval Hospital Corps School (NHCS) report will include separate reports for students and staff personnel.

5. Action. Commands and activities of NTC, Great Lakes will be guided by the contents of this directive. Recommendations for improvements, modifications and additions will be submitted to the Commander, Naval Training Center, Great Lakes via the chain of command.



G. L. GERARD

Chief of Staff, Operations

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case B) and III-A and C

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CHAPTER I

ADMINISTRATION

101. Administrative Organization, Responsibilities and Authority

a. The Commander, Naval Training Center, Great Lakes (CNTC) has designated the Chief of Staff (COS), Operations as the Administrator of the MWR Fund (hereafter called Fund Administrator). The Fund Administrator is charged with the responsibility to provide a well-rounded MWR program for all members of the MWR fund, NTC, Great Lakes, and to ensure adequate facilities are available for proper conduct of this program. The Fund Administrator will utilize MWR Committees, Councils and Boards (as described in Article 111 of this chapter) as advisory bodies in planning and executing the program. In addition to the above, the Fund Administrator is responsible for the following:

(1) Effecting necessary precautions to ensure funds are being properly received, expended and safeguarded; will inspect, or cause to be inspected, the accounts of the MWR fund at least annually and more often, if deemed necessary. To assist in the proper administration of the MWR fund, the Fund Administrator will designate, in writing, the Assistant Chief of Staff, Quality of Life (ACOS, QOL)/Director of MWR as Custodian of the MWR fund.

(2) Approval or disapproval of all requests for authorization to incur obligations and liabilities against the MWR fund, either through means of an approved budget, or by a letter request for expenditure authorization.

b. The ACOS, QOL/Director of MWR, as Custodian of the MWR fund, is responsible for the following specific duties:

(1) Develop and conduct programs and services designed to improve the morale and welfare of Navy personnel and their family members.

(2) Operate MWR facilities.

(3) Budget for and administer the use of MWR funds, and supervise purchases, custody and issue of supplies and equipment.

(4) Train all MWR personnel.

(5) Coordinate MWR matters with adjacent communities and other commands.

(6) Account for all receipts.

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(7) Proprietor of expenditures.

(8) Accuracy of source data.

(9) Internal controls, at local level.

(10) Account for and control all MWR property.

(11) Ensure all fund custodians are responsible for safeguarding receipts, deposits, disbursements and accountability of funds; maintaining accurate accounts and records; preparation of reports; custody of property and related maintenance records.

(12) Ensure that information concerning specific MWR-sponsored activities, facilities and programs are promulgated by various notices, using this instruction and other directives as references.

102. Responsibility. Heads of activities at the NTC complex are responsible for the appointment of liaison officers to assist in the overall MWR programs established by this directive.

103. Publicity/Marketing. Publicity/Marketing provides a continuous and comprehensive promotional program for the MWR Department, encompassing general and specific information concerning all facilities, programs, services and events by utilizing the broadest means and widest possible circulation methods available, including but not limited to newspapers, advertisements, monthly newsletters, brochures, flyers, posters, cable television, magazines, oral and visual presentation, bulletin boards, display cases and Plan of the Day.

104. Funding. MWR is supported by both Appropriated Funds (APF) and Non-appropriated Funds (NAF). APF support shall be used to the maximum extent authorized. NAF support for MWR activities is derived from money received from profits of the Navy Exchange (NEX), MWR's revenue-producing activities, resale activities and other sources which may be authorized.

105. Patron Eligibility. The primary purpose of the MWR program is to meet the recreational needs of active duty personnel and their family members. All such personnel are authorized to use Navy recreation facilities, equipment, and services, and to participate in all aspects of the MWR program. Once patron priority is established, use of MWR programs is on a first come, first served basis. A prioritized listing of patrons authorized to use MWR programs is as follows:

a. Active duty personnel and their family members assigned to the installation or supported directly by it through

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intraservice or interservice support agreements. This includes military assigned to units attached to the installation for logistical support, where MWR support has been identified in the host tenant agreement. If CNTC determines participation in recreation activities by family members prevents participation by military personnel, military personnel will be given first priority. All reservists (i.e., Gray Area Retired, Individual Ready and Standby Reserves) including their family members are authorized to use Category C MWR facilities on the same basis as active duty members.

b. Navy active duty personnel and their family members not assigned to the installation (including service members of Navy reserve components when on active duty for training in excess of 72 hours).

c. Active duty personnel and their family members of other military services, including U.S. Coast Guard personnel, not assigned to the installation.

d. Military personnel retired with pay and their family members.

e. Medal of Honor recipients and their surviving spouses and family members. Honorably discharged veterans of the U.S. Armed Forces with 100 percent service-connected disability.

f. Service members of reserve components during periods of scheduled inactive duty training at installations where training is being performed.

g. Unremarried surviving spouses of military personnel and their family members.

h. Unremarried former spouses and other family members entitled to commissary, exchange and theater privileges.

i. U.S. Naval Academy midshipmen; cadets of the Army and Air Forces academies; officer candidates when in an active duty training status; and Reserve Officer Training Corps (ROTC) cadets and midshipmen, when on active duty during college vacation.

j. Military personnel of foreign nations and their family members, when authorized exchange privileges.

k. Other uniformed services personnel, including active duty, retired with pay, individual ready reserves, reservists when on active duty for training in excess of 72 hours and reservists while on inactive duty for training, includes paid members of the Red Cross and other such organizations, when

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assigned to and serving with the U.S. Armed Forces. Family members of the aforementioned and cadets of the Coast Guard Academy are also authorized.

1. Surgeons under contract to the military DoD components during the period of their contract and Red Cross personnel residing on the installation.

m. Drilling members of reserve components, on other than drill days, subject to control by CNTC concerning the capacity and adequacy of Category A and B MWR programs/facilities to accommodate reserve use without jeopardy to the interests of the active duty Navy community. Family members of drilling reservists may have access to Category A and B facilities only when accompanied by their sponsor or when enrolled in programs specifically granted use of by the commander.

n. Civilian employees of DoD may be authorized the use of Navy recreation facilities as specified below:

(1) NAF employees may use facilities operated by the MWR fund. Civil servants employed by MWR may also use the facilities. Such use shall be limited to a priority status which will ensure protection of the primary interests of patrons authorized above.

(2) Other DoD employees (APF or NAF) may be authorized use of MWR facilities, consistent with the following provisions:

(a) Subject to adequacy of facilities to accommodate DoD civilian employee use while ensuring protection of the primary interests of patrons authorized in paragraphs a through n. A major consideration in ensuring protection of the interests of the active Navy population and their families shall be their identified attitudes towards DoD civilian use.

(b) Subject to the payment of fees/charges at a level higher than required of patrons identified in paragraphs (a) through (m) above, and which is sufficient to prevent subsidization of civilian interests by the military population.

(c) Limited to facilities directly operated through the MWR program supporting the command by which they are employed.

(d) Subject to considerations concerning allegation of unfair competition with local civilian-operated facilities.

(e) Subject to limitation of resale to consumable type items which are necessary for a single unit of

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participation at the recreation facility.

(f) Employees of other federal agencies assigned to or working in direct full-time support of Navy commands may be authorized similar use.

(g) Family members of civilian employees authorized facility use may have access to facilities only when accompanied by their sponsors or when enrolled in programs or specifically granted use of facilities by command.

(3) Request for authorization of DoD contractor employee use of recreation facilities, based on availability of local civilian facilities, may be forwarded to CNPC (NPC-651) via CNTC.

o. Others, as specifically authorized by CNPC (NPC-65), except that these persons are not authorized patrons of recreation resale activities.

p. In addition to the above, occasional guests of Navy personnel may be authorized by CNTC to participate in a MWR program. Such authorization will be in the form of a directive specifically designating facilities and/or activities to which occasional guests may be invited. In all cases, sponsors of such guests shall assume responsibility for payment of appropriate fees or charges.

106. Non-discrimination. Activities participated in or conducted under the cognizance of MWR must be free of any discrimination based on race, color, religion, sex or national origin. MWR will not provide direct support to any organization which practices such discrimination.

a. Organizations which practice discrimination based on race, religion, color, sex or national origin will not be permitted to use the name of or be sponsored by the Department of the Navy, including those financed from NAF.

b. Participation in any MWR type event off a military reservation by teams or individuals representing the Navy or which is supported by MWR funds may be authorized only if admission, seating, accommodations and all other aspects of the event itself are available to all without regard to race, color, religion, sex or national origin.

c. Distribution or on-base sales of tickets or other promotion of community events will be limited to those events which do not discriminate on the basis of race, color, religion, sex or national origin. No publicity in any media will be given to activities which discriminate on the basis of race, color,

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religion, sex or national origin. Similarly, MWR will not allow any poster or other notice advertising such events to be posted on bulletin boards or elsewhere.

107. Community Relations. The following policies apply to the use of MWR facilities. Community groups which do not practice discrimination on the basis of race, color, sex or national origin may be authorized to use MWR facilities when it is in the interest of the Navy to do so and subject to the following limitations:

a. The use of a facility by a community group must not interfere with the military mission of the facility, and normal services and activities for authorized patrons may not be curtailed or discontinued to accommodate a community group or event.

b. The use of the facility must be at no expense to the government or to MWR. The using group must be prepared to pay the normal cost for services provided and all additional costs such as set-up and take-down costs and fees connected with the delivery of the service or the use of the facility requested including the cost of civilian or military labor.

c. MWR facilities may not be used by community groups for purely social or recreational activities such as banquets, dinner meetings, dances, picnics or outings except when specifically authorized by CNTC or in connection with some other authorized activity as outlined below:

(1) Official inspections and surveys of Navy commands and organizations.

(2) Visits in connection with providing entertainment for Navy personnel at Great Lakes commands.

(3) Events actively participated in by Navy commands in the Great Lakes complex where it is apparent that the public affairs objectives transcend any direct or implied competition with commercial sources.

(4) Activities for members of the Navy League, Sea Cadet Corps, Boy Scouts and Girl Scouts of America.

(5) The visit to the Great Lakes NTC complex is not predicated entirely or predominantly upon the use of Navy facilities for social or recreational purposes and to obtain goods or services that can be obtained from commercial sources.

(6) Sports and Fitness Facilities. CNTC may authorize the occasional use of athletic facilities such as: gymnasiums,

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swimming pools and playing fields to small community groups, providing this use is at no cost to the government, does not detract from the primary function of the facility to support authorized patrons of the MWR fund, and such use by a specific organization is no more frequent than once per quarter.

(7) MWR Events. Requests for community groups to attend such events will be referred to CNTC. Community groups will not be admitted to Ross Auditorium to attend showings of entertainment motion pictures furnished by Navy Motion Picture Service (NMPS).

(8) Special Programs. The Navy League, Sea Cadet Corps, Boy Scouts and Girl Scouts of America, by virtue of their federal charters are entitled to Navy cooperation beyond the courtesies normally extended to other individuals and groups. Reference (a) will be consulted in regards to cooperation with these organizations.

(9) False Certification. Authorized participants in the various NTC NAF activities will not introduce individuals, community groups or organizations as "guests" or otherwise "front" for such individuals or groups in circumvention of the intent of this directive. To do so subjects the sponsor to last minute cancellation of services and possible disciplinary action.

(10) Heads of activities participating in the MWR fund will clear requests from community groups for use of MWR facilities with CNTC via the ACOS, QOL.

108. MWR Fees and Charges

a. Fees and charges must be levied for certain activities to help offset the cost of these programs. When established, fees shall be lower than the fees for comparable commercial activities in the local community. When practicable, a basic core of MWR activities shall be free so no person is denied the opportunity to participate in an activity because of lack of personal funds.

b. The total MWR program is not intended to be profit generating, even though certain activities must operate at a profit. The level of charges for the use of a facility shall be governed by the need to meet the operating cost of the total MWR fund. Fees established for activities of a highly specialized nature involving high-tech equipment operation or maintenance cost with limited interest and participation must be sufficient to offset the costs of operation.

c. As a general policy, fees and charges shall be

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employed to enrich the program and provide services which could not otherwise be offered. Any changes in fees must be approved by the Chief of Staff, Operations. DoD civilians and guest(s) will be charged a higher fee in most instances.

d. Current fees and charges are promulgated by an annual NTC notice.

109. Property Issue Custody Control

a. Each command under the support of the MWR fund will provide a designated sub-custodian for MWR property to the Custodian, MWR fund, upon request. A Custody Record Card and/or ADP print-out will be signed by all sub-custodians and maintained by the MWR Finance Branch.

b. Property which must be signed for, prior to receipt, will be issued using the following guidelines:

(1) Indefinite Issues. MWR property that has a cost value of over \$300 per unit and has a normal life expectancy of more than one year will be issued only to the sub-custodian as specified in this article.

(2) Temporary Issues. MWR property that is issued from the Sports and Fitness Division or Great Lakes Outfitters to individuals for a period of time no longer than 72 hours for the Sports and Fitness Division and no longer than one week for the Great Lakes Outfitters is classified as "temporary issue." An Equipment Rental Agreement will be signed by the individual and maintained by the respective facility supervisor. In the event such signed-for property is lost, damaged or stolen, the individual so signing will be held responsible.

(3) Other Issues. Other issues will be made using the applicable sections under Chapter III of this instruction.

(4) Responsible for Property Issued. Persons signing for property are responsible for the return of such property and that all equipment be returned clean. Property must be returned, replaced in-kind or payment made for the actual value based on the replacement purchase price. In the case of damaged equipment, the responsible party or parties will be accountable for payment of all repair costs. All payments are payable to the "MWR Fund" and may be mailed or hand delivered to the MWR Department, Building 160, Code N6, Naval Training Center, 2601A Paul Jones Street, Great Lakes, IL 60088-2845.

110. Unit Allocations

a. Unit allocations are authorized by the Commander, Navy

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Personnel Command (CNPC) for commands supported by the MWR fund. The amount, as authorized by CNPC, will be per person per quarter and based on the average on-board count. Only those active duty personnel attached or assigned to a command for 30 days or more will be included in the on board count. In this regard, the Fund Administrator emphasizes the policy contained in enclosure (6), paragraph 5-j of reference (a), regarding "Prohibited Use of Non-appropriated Recreation Funds" which governs all expenditures, as requested and granted, made from the MWR fund.

b. Requests for unit allocations will be submitted on a MWR Fund Support Request Form (NTC 7010/4) to the MWR Purchasing Branch, Building 160, who will prepare a Purchase Order and/or check for the required services or materials. Subsequent procedures depend on the type of request:

(1) Party, entertainment and other merchandise to be picked-up from the vendor by the requesting activity. The original purchase order will be provided to the head of the requesting activity who will deliver it to the vendor and obtain the merchandise. Within three working days after the event, the requesting activity will submit all receipts and invoices to the MWR Finance Branch, Building 160, and will certify receipt on the receiving purchase order copy. Upon receipt of the invoice and certification of receipt, payment will be made to the vendor by the MWR fund.

(2) Equipment and other purchases to be delivered by the vendor. The original purchase order is forwarded to the vendor with a copy to MWR Central Receiving Warehouse and the head of the requesting activity. Upon receipt of the goods, the requesting activity must certify receipt of goods on the delivery ticket/invoice and the receiving purchase order copy at MWR Central Receiving. MWR Finance Branch will issue a check to the vendor upon receipt of the "certified" receiving purchase order, delivery ticket and invoice.

(3) Advance Funds. If advance funds are required for items described above in paragraph 110c(1), a check in the amount authorized on the MWR Fund Support Request (NTC-GL 7010/4) will be issued and provided to the head of the requesting activity along with the original documentation. All receipts and any unused funds must be returned to MWR Administrative Office.

111. Advisory Bodies

a. References (a) and (b) encourage the establishment of advisory bodies to advise the MWR Fund Administrator in MWR matters. To accomplish this, five different bodies have been established as follows:

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(1) QOL Committee for Recreation Activities - consists of the MWR, Recreation Division Director; MWR Common Support Division Director; MWR Sports and Fitness Division Director; MWR Marketing Branch Manager and one representative from all commands. Chairperson will be provided by Service School Command.

(2) Parent Advisory Board - consists of parents who have a child attending one of the Child Development centers as delineated in reference (f).

(3) Family Child Care Quality Review Board - consists of at least one representative from the following departments: Family Services; Preventive Medicine; Security; Housing; and MWR. The Chief of Staff, Operations will appoint a staff member to serve as a Chairperson of the Quality Review Board.

(4) Youth Activities Advisory Board - consists of parents who have the best interests of school-age childrens' recreational needs both on base and off.

(5) QOL Committee for Family Programs - Child Development Program Administrator, Family Activity Branch Manager. Chairperson provided by Recruit Training Command.

b. Advisory bodies shall act only in an advisory capacity and shall not, as a group or as individuals, engage in any management or operational functions.

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CHAPTER 11

COMPETITIVE ATHLETICS

201. Commander's Cup Intramural Sports Program

201.1 Purpose. The Commander's Cup Intramural Sports Program consists of voluntary off-duty participation of personnel in athletics as a means of promoting physical and mental fitness, esprit de corps within each command by developing leadership and confidence, and to help instill a wholesome attitude toward the constructive and worthwhile use of leisure time. To effectively carry out this program, heads of all activities will make every effort to ensure participation on an "All Hands" basis. Competition is announced through NTC Notice 1710 and various local media publications. A variety of sports are a part of this program, including:

Bowling	Weight Lifting
Football	Golf
Soccer	Table Tennis
Armed Forces Runs	Tennis
Racquetball	Fishing
Volleyball	Softball
Basketball	Kayak
Swimming	

Competition may be held in other sports, if interest warrants.

201.2 Eligibility. All active duty military, active duty dependents, command civilians with DoD gym membership, retirees, and Reserve personnel participating in the NTC MWR Fund are eligible for competition. Participants must compete on a team within their command. Large commands, such as Service School Command, Naval Hospital and Naval Dental Center will be organized into teams, as follows:

<u>SSC</u>	<u>Dental</u>	<u>Hospital</u>
1. Departments	1. Branch	1. Departments
2. Divisions	2. Departments	2. Directorate
3. Schools		

An organizational breakdown of each command is available at the Sports and Fitness Office.

a. Smaller commands, such as CBU-401 and Navy Drug Screening Lab, will be allowed to merge together to form one team, when participating for Commander's Cup points.

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b. Commands such as RTC, NTC Simplex, PWC, MEPCOM, PSD and all other commands not listed must form teams from within their command when competing for Commander's Cup points.

c. Personnel attached to a command that does not field a team may participate on another command team subject to a written waiver approved by the MWR Sports and Fitness Division Director for that specific event; i.e., the Bowling Manager for bowling, the Marina Manager for fishing and the Golf Manager for golf. Another type of waiver that may be granted is the "Free Agent Waiver". This waiver is used when a player from any command does not wish to participate with their own command team. This individual is allowed to participate with a different command by asking for a waiver from their existing team manager. If the respective command manager refuses to waive this individual, he or she will remain with their command team. Each team is allowed three waivers.

d. The respective MWR division director has the authority to make the final decision in any unusual circumstances that may occur.

201.3 Schedule and Points. The Commander's Cup schedule is as follows:

Swim Meet	(Jan)
Frosty 3K Indoor Race	(Jan)
Basketball	(Jan - Mar)
Weightlifting Contest	(Feb)
Spring Fling 5K	(Apr)
Fishing Tournament	(May)
Memorial Day 5K	(May)
Golf	(May - Jul)
Table Tennis	(Singles & Doubles) (May - Jul)
Tennis	(Singles & Doubles) (May - Jul)
Softball	(May - Aug)
Firecracker 5K Run	(Jun)
Kayak	(Jul)
Triathlon	(Jul)
POW/MIA 5K	(Aug)
Fall Fest 5K	(Sep)
Bowling	(Sep - Mar)
Football	(Sep - Oct)
Soccer	(Sep - Oct)
Columbus Classic 5K	(Oct)
Racquetball	(Oct - Dec)
Volleyball	(Oct - Dec)
Halloween 5K	(Oct)
Fitness Competition	(Nov)
Smoke-Out 5K	(Nov)

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a. Points will be awarded for each sport as follows:

1st place - 25 points
2nd place - 15 points
3rd place - 10 points
4th place - 7 points
participation - 5 points

b. Points are awarded according to the final playoff results and not the regular season standings. Except when the respective MWR manager amends the rules due to special circumstances.

c. Commands that enter more than one team, per sport, will receive points for the highest finishing team. For example, if Fire Control School enters two teams in the Commander's Cup Volleyball League, and one team captures 1st place in the playoffs and the second team captures third place in the playoffs then Fire Control School would receive a total of 25 points for the volleyball season. The points would then be added to Service School Command Commander's Cup point total.

d. If the example above does occur, the next finishing team, fourth place, will NOT receive the third place points. They will receive the fourth place points and the third place points will not be awarded.

e. At the completion of the softball season all points will be totaled, the team with the most points will capture the Commander's Cup Team Award.

f. Awards for these events will be determined by the MWR department and the manager for that event. All awards will be announced by the respective manager.

201.4 Alcoholic Beverages. In the interest of sportsmanship, consumption of alcoholic beverages by participants and spectators is prohibited during all Commander's Cup competitions.

201.5 Officials. Officials will be provided by MWR as required.

201.6 Sports Coordinator. A Sports Coordinator for each respective sport will be assigned and announced in an NTC Notice 1710.

201.7 Rules and Regulations. All applicable rules and regulations for each specific sport will be promulgated in an NTC Notice 1710.

201.8 Protests. Protests concerning interpretations of rules and eligibility of players will be declared immediately, upon

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recognition, to the officials and opposing coach. All protests will be submitted in writing by the protesting team manager to the respective MWR manager immediately upon completion of the competition or not later than the rules set forth. Protests will be reviewed by the respective MWR manager whose decision will be final. Under extreme/unusual circumstances, the protest will be referred to the respective division director for review. Poor sportsmanship will not be tolerated in any competition/event and the offending teams/individuals may be suspended or completely removed from competition.

201.9 MWR Facility Usage. The NTC Great Lakes Notice 1710 will designate a facility for each sporting competition/event. That facility will be secured as appropriate from open participation during the dates and times of the scheduled sporting competition/event.

201.10 Meetings/Rosters. Meetings will be scheduled for team members and/or coaches by an NTC Notice 1710, and rosters will be submitted as announced in the Notice.

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CHAPTER III

FACILITIES, ACTIVITIES AND SERVICES

301. Purpose. The purpose of the NTC, MWR Department is to provide activities, facilities and programs to all eligible personnel. Article 105 of this instruction specifies personnel who are authorized to use these activities, facilities and programs and authorizes other personnel provided such usage does not interfere with the primary users. Current hours of operation are published periodically in Plans of the Day/Week, the Great Lakes Bulletin, the monthly MWR newsletter Fun Times and promotional fliers. Additional information may be obtained by calling MWR at 688-2110 or the MWR Scoop Line at 688-2110, ext. 679. Current fees and charges are published annually by an NTC Notice 1710. The remainder of this chapter provides information on all MWR facilities, activities and services.

302. Amusement Machines. Video games, jukeboxes and coin operated pool tables throughout Great Lakes are operated by MWR through a contract with a private vendor. A portion of the profits from all amusement machines are forwarded locally to MWR. Requests for installation and service of amusement machines should be directed to the MWR Common Support Division Director at 688-2110, ext. 131.

303. Archery Range. An outdoor archery range is located south of the Marina on the breakwater road. For information contact 688-5417.

304. Automotive Skills Center. The Automotive Skills Center (ASC) is located in Forrestal Village, Building 2110, 688-2457.

a. Equipment. Two car wash stalls, two grease rack stalls, 12 overhaul stalls, 14 tune-up stalls, auto tool check-out for use by patrons, brake drum and rotor machine, distributor machine, lathe, tire changer, test equipment, auto tune-up equipment, welding equipment, valve grinding machine and bench grinder.

b. Regulations. Applicable rules and regulations for the operation of the ASC are as follows:

(1) Use of facilities will be on a first-come, first-served basis. Overhaul stalls will be assigned on a rental basis for 18 days, subject to extension with proper justification on an individual basis by the ASC Manager. Tune-up stalls may be rented on an hourly basis.

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(2) Hand Tools. Hand tools are available for use within the ASC while making repairs to vehicles. All tools must be returned to the tool check-out counter, when finished or at closing time. Patrons losing or damaging tools will be required to make appropriate payment for replacement.

(3) Special Tools and Equipment. ASC personnel must operate, or supervise the use and operation of all special tools. Equipment and tools marked "Shop Personnel" will be used and operated by assigned MWR personnel only.

(4) Authorized Working Areas. No work of any kind or type will be permitted on vehicles outside of the ASC or in the vicinity of Building 2110, including the driveways to the building. Work must be performed only in authorized areas.

(5) Smoking. Smoking is authorized in designated areas only (per NTCGLAKESINST 5100.29E).

(6) Overnight Stowage of Vehicles. The ASC or its outdoor parking areas will not be used for overnight stowage of any vehicle except those specifically authorized by the MWR ASC Manager or when a vehicle is in an overhaul stall.

(7) Test Driving. Test driving of automobiles within the NTC Complex will be conducted within authorized speed limits.

(8) Vehicle Identification. Authorized patrons desiring entry of privately owned vehicles must have either a DoD decal or MWR authorized patron decal on the vehicle or provide proof of ownership and required automobile insurance coverage in order to use the facilities.

(9) Children. As a safety precaution, children under the age of 16 will not be permitted in the shop or in the immediate vicinity of Building 2110 at anytime unless they are accompanied by an adult sponsor.

(10) Parts and Accessories. Procurement of parts and accessories is the responsibility of the individual.

(11) Technical Assistance. Technical assistance is provided free of charge, as time permits, by ASC attendants.

(12) Responsibility for Vehicles in the Shop. Neither MWR nor NTC Great Lakes will be responsible for damage or theft to private vehicles or injuries to patrons while using the facilities and equipment of the ASC.

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305. Ball Fields and Playing Fields

a. A multi-purpose playing field is located inside the running track on Constitution Field. This field is open for play except when reserved for organized athletic events scheduled through the Sports and Fitness Division or when undergoing maintenance.

b. Three softball fields are located on the Constitution Field complex. Additional practice fields are located north of the Fieldhouse, Building 440 and one field is located near the Naval Hospital. These fields are open for play except when undergoing repair or when scheduled for organized athletic events as promulgated by an NTC Notice.

306. Basketball/Volleyball Courts (Outdoor/Indoor)

a. Outdoor Courts. Outdoor basketball/volleyball courts are located immediately west of Building 440 and south and east of the Hospital Firehouse and immediately east of the outdoor swimming pool, Building 712. Courts are open year-around and are available for use on a first-come, first-served basis unless scheduled otherwise by MWR. Contact the Sports and Fitness Branch for additional information at 688-3419/5315R.

b. Indoor Courts. Indoor basketball/volleyball courts are located in Buildings 4, 80-H, and 440 (Fieldhouse). They are open daily and are available for use on a first-come, first-served basis unless scheduled otherwise by MWR. Use of these facilities for Physical Readiness Testing or for other non-MWR uses such as personnel inspections and change of command must be submitted to the Sports and Fitness Division, MWR.

307. Beaches. There is one swimming area, Nunn Beach, located east of the Beach House, Building 10, on Lake Michigan, which is open from Memorial Day weekend to Labor Day weekend. For additional information contact the Aquatic Branch at 688-3419 or 688-5315R.

a. Operation

(1) The swimming beach will be open daily, weather permitting, from approximately mid-June until Labor Day. Swimming is permitted only when lifeguards are on duty.

(2) At the discretion of the Aquatics Manager or the Marina Manager, swimming will be secured when weather or lake conditions are unfavorable or when any of the following conditions exist:

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(a) Red Flag is flying at the Boathouse, Building 13 (small craft warning).

(b) Strong winds from northeast.

(c) Evidence of a strong undertow in swimming area.

(d) Thunder or lightning in vicinity.

(e) Turbulent water - waves in excess of two feet.

(f) There is evidence of coliform index over 5,000 per 100 ml or fecal coliform count over 500 per 100 ml in any two consecutive samples as determined by the Preventive Medicine Unit, Naval Hospital, Great Lakes.

(3) When any of the above conditions warrant the securing of swimming, the lifeguards on duty will notify, as appropriate:

(a) Aquatics Manager or Marina Manager (in his absence).

(b) Sports and Fitness Division Director.

(c) ACOS, QOL/Director of MWR (during normal working hours).

(d) NTC Command Duty Officer (after hours).

(e) Security Department.

b. Responsibilities

(1) MWR, in addition to fulfilling the requirements of reference (d), will provide the following:

(a) An Aquatics Manager.

(b) Lifeguards, wearing appropriate lifeguard clothing with distinguishing markings.

(c) Appropriate safety and rescue equipment.

(2) The Aquatics Manager will be responsible for the proper maintenance, storage and use of the above lifesaving equipment, and will:

(a) Ensure appropriate lifeguards are on duty prior to the opening of the beach for general swimming and all lifesaving equipment is available.

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(b) Maintain the beach swimming areas and ensure personnel using the swimming areas follow rules and regulations. Noncompliance will result in restriction of swimming privileges. Violations of safety regulations that could jeopardize personal safety or the safety of others will result in permanent denial of swimming privileges.

(3) The lifeguards on duty will:

(a) In case of serious accident/incident, immediately render first aid then contact the Security Department by walkie-talkie to notify the ambulance. After notifying the Security Department, immediately notify the Aquatics Manager then prepare an incident report giving full details of all actions taken.

(b) Ensure no pets, bottles or alcoholic beverages are allowed within the swimming beach area.

(c) Ensure family members under the age of 12 years are not allowed in the swimming area without a parent, guardian or a swimmer over the age of 16.

(d) Ensure all swimmers remain within the confines of the authorized swimming area, which is marked by orange colored markings on posts and/or floating devices in the water. Do not allow swimmers to swim from the breakwater.

(4) Patrons and swimmers will:

(a) Remain within the confines of the designated swimming areas as marked by either orange and white or white floating markers and lines in the water.

(b) Observe no swimming when the no swimming flag is flying or a lifeguard is not on duty.

(c) Follow the directions of the lifeguards on duty and posted regulations.

(d) Refrain from consuming alcoholic beverages.

308. Beach House, Building 10. The Beach House, located on Nunn Beach, is available for use from mid-May through 1 October. Picnic tables and grills are available.

a. Reservations. Reservations may be made by calling the Marina, Building 13, 688-5417. An MWR Facility Use Request (NTC-GL 11000/2) must be filled out and submitted to the Director, MWR, Building 160, Great Lakes. For non-command functions a fee will be assessed to reserve and use the Beach House.

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b. Rules and Procedures for Use

(1) Alcoholic beverages are permitted per reference (i), with responsible non-drinkers present.

(2) Glass bottles are not permitted.

(3) Fires are not permitted except in approved containers.

(4) The sponsor must be present and is responsible for clean-up and securing the facility when finished.

309. Bowling Center. Rynish Bowling Center, Building 180, has 32 lanes with fully automatic pinsetters and scorers. Contact the Manager at 688-5612 for additional information.

a. Services. The Bowling Center provides balls, shoes, locker rental, a limited pro shop and a food and beverage area.

b. Regulations. The Bowling Center is operated using current Lake County Bowling Association (LCBA), American Bowling Congress (ABC) and Women's International Bowling Congress (WIBC) regulations.

c. Schedule of Operations

(1) Open Bowling. Hours of operation for open bowling, while quite standard, do vary from season to season. For current hours of operation check the posted hours or contact the Rynish Bowling Center.

(2) League Bowling. All leagues are sanctioned leagues. There are leagues for men, women, teens, juniors and mixed. Winter leagues usually begin in late August or early September, while summer leagues normally begin in mid-May. Detailed information regarding leagues is available from the Bowling Manager.

(3) Tournament Bowling. Organized bowling tournaments will be announced by an NTC Notice 1710 or MWR Flyer.

310. Cable TV. Requests for access to cable television will be submitted to ACOS, Resources, NTC Great Lakes. All requests for cable must include a funding document to provide financial commitment, per reference (p).

311. Catering. Catering is available at the Port O'Call, Banquet and Conference Center; Rynish Bowling Center, and the Duffer's Den Restaurant and Lounge. These facilities are available for banquets, private parties, wedding receptions,

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official and unofficial command functions and business meetings. All functions are by contract. For additional information contact the Port O'Call Manager at 688-6946, Rynish Bowling Center Manager at (847) 688-5612 or the Duffer's Den Manager at (847) 688-2637.

312. Child Care. Child Development Centers (children 12 months to five years) are located in Building 2700 (688-4470) and 3110 (688-5662) and an Infant Care Center for infants six weeks to 12 months) is located in Building 1991 (688-2845). All centers are accredited by the National Association for the Education of Young Children and are committed to providing high quality early childhood programs for eligible family members. In addition, a new facility, "Kids World," located at 2101 1st Street (832-9580) is now open in the Glenview housing area and facilitates child care for children ages six weeks to five years. Kids World is also home to the Youth and Family Activities Program which includes the School Age Care (SAC) Program. Each facility is operated under the guidance provided by references (e) through (g), and as follows:

a. Care Limitations. Weekly center base care is available to eligible family members from six weeks through five years of age on a first-come first-served basis. Hourly care is on a space available basis only. Waiting lists are kept in the following priority order: single military parents, dual military parents, and all others.

b. Admission Requirements. Each child must have a thorough physical examination by a physician before being accepted for enrollment. The exam, to be on file at the Child Development Center/Infant Care Center, dated and signed by the examining physician, will indicate the child was found free of communicable disease and has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, roseola-rubella, measles, mumps and HIB.

c. Family Child Care. Family Child Care (FCC) is defined as care for up to six children (including the provider's own children under the age of eight) by a certified military spouse in government quarters. Care is provided full or part-time on a regular basis for more than ten hours a week. FCC is defined as financial assistance for active duty personnel (including reservists on active duty) who are using FCC for care of eligible children between the ages of six weeks and 24 months. Payments are made directly to the FCC Provider so that fees are comparable to those charged in a military child development center. Reference (g) pertains.

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313. Clubs and Organizations

a. Nonappropriated Fund (NAF) supported clubs and organizations can be established within NTC Great Lakes. These clubs and organizations are established to assist the ACOS, QOL/Director of MWR in administering and promoting the varied facets of MWR programs for authorized personnel on an equitable, self-supporting basis in their selected areas.

b. Each sponsored club or organization must be aware of the following responsibilities:

(1) The amount and type of support they are to receive from and give to MWR.

(2) Procedures regarding the proper expenditures of NAFs.

(3) Procedures for procurement, usage and disposition of equipment and facilities which have been assigned or subcustodied to the individual clubs.

(4) That all equipment and facilities under their cognizance are available for the use and benefit of non-members authorized by reference (a) to participate in the overall MWR program.

c. Club needs are determined primarily through systematic submission of a budget and justification for each item therein by the club officers to the ACOS, QOL/Director of MWR. The usefulness of the club or organization will be judged or evaluated by the following:

(1) The number of active members participating.

(2) The requirements for and the success in programs and activities.

(3) The requirements for and the success in training personnel and qualifying members in the requisite knowledge, skill and performance in the club's area of endeavor.

(4) The degree of proficiency demonstrated by the club in the management of its affairs in the procurement, maintenance, promotion, publication and improvement of an MWR program which promotes the welfare and recreation of Navy personnel and their family members.

(5) The club's financial and administrative responsibilities and its success using the skills and labor of its own membership to minimize cost of operations and maximize

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benefits obtained from their expenditures.

d. All approved and sponsored clubs and organizations must be organized to operate in a relatively uniform manner under the guidelines set forth in this directive.

e. Presently established non-appropriated clubs and organizations will:

(1) Have on file with the NTC Staff Judge Advocate Office a current constitution and or club by-laws.

(2) Submit a copy of meeting minutes and the semi-annual status reports to the ACOS, QOL/Director, MWR.

(3) If a sponsored club or organization fails to submit the report of minutes for a period of two months during seasonal operations or a semi-annual status report in January and July, as appropriate, such club or organization will be dropped from support and any/all MWR fund property must be returned. In addition, use of NTC meeting facilities will be canceled and the respective constitution and by-laws canceled by the ACOS, QOL/Director of MWR.

f. Individuals/Groups contemplating the formation of a NAF club or organization must submit a proposed constitution in accordance with reference (c) to CNTC via the ACOS, QOL/Director, MWR for approval. Assistance in the preparation and organization of the club is available from the Staff Judge Advocate (SJA) Office, Building 1, NTC, Great Lakes.

314. Enlisted Club. The Factory, Building 525, is for the use of E-1 through E-6 enlisted personnel. Authorized activities include food and beverage service, games and entertainment. The Factory is open for lunch to all pay grades, DoD civilians and their guests. Additional policies for Navy Clubs are contained in reference (b).

a. Conduct. The Factory is intended to provide a facility where enlisted personnel, E-1 through E-6, may bring their family members, civilian guests, and Naval acquaintances (military guests of higher rate/rank may be in uniform) into as cordial an atmosphere as is compatible with accepted standards for gentlemanly or ladylike conduct. Serving alcoholic beverages to anyone who is, or appears to be, intoxicated, is prohibited. Use of loud or profane language, physical violence, inappropriate display of affection, etc., will be cause for eviction from The Factory and/or possible disciplinary action. The ACOS, QOL/Director of MWR may revoke club privileges for up to 30 days for violations of club rules or illegal purchase/use of alcoholic beverages or other behavioral infractions. The following

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specific actions will be taken:

(1) Underage Drinking. The Factory management will advise the offender of Illinois State Law, base regulations and house rules pertaining to underage drinking. Offender will be reported immediately to the individual's Command Duty Officer (CDO). The CDO will take appropriate action. The club will track underage drinking in the club's infraction log, noting name, rate, date and command.

(2) Smuggling of Alcoholic Beverages. For the offense of smuggling alcoholic beverages into The Factory:

(a) The Factory management will advise offender that his/her club privileges are suspended for thirty (30) days.

(b) Within three working days MWR will prepare a letter for COS, Operations signature to the offender via his/her Commanding Officer regarding the revocation of The Factory privileges for a period of 30 days or more. A copy of the letter will be sent to the Director, Security Department and SJA.

(3) Fighting. Any individual, military or civilian instigating a fight/violent act in or around The Factory will be automatically barred (in writing) from the Club for one (1) year.

(4) Theft, Possession of Weapons and Drugs. For each offense:

(a) The Factory management will notify the Great Lakes Security Department.

(b) The Security Department will complete the appropriate paperwork and will forward a copy to the offender's Commanding Officer and ACOS, QOL/Director of MWR.

(5) Improper Decorum (Intoxicated, disorderly conduct, fighting, damage to property, disturbing or harassing other patrons or employees, insubordination to The Factory management will not be tolerated.) The following action by club management will be initiated, if required:

(a) The Factory management will notify the individual's CDO and/or NTC Security Department.

(b) The CDO or Security will take appropriate action.

(6) Furnishing alcohol to persons under 21 years is a military offense. Offenders will be reported immediately to their CDO.

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(7) Civilian offenders will be evicted from the Club and escorted off the base by the Security Department. Civilian authorities will be contacted, if appropriate.

b. Guests. Each authorized patron of The Factory may invite bonafide guests to use club facilities, provided they are guests, in fact, and do not share in expenses incurred by the sponsor. Guests must remain with their sponsors at all times while using club facilities. The authorized patron assumes full responsibility for the guest's conduct and payment of goods and services provided by the club. The following restrictions concerning guests shall be observed:

(1) Family members and guests under 18 years of age are permitted use of the dining facilities when accompanied by parent or legal guardian. Family members and guests under 18 years of age are not permitted in other areas, nor in the club. In the case of no proof of age or identification, the visitor will not be admitted to the club.

(2) Family members of officers and chief petty officers are authorized to use the club.

(3) Guests of entertainers hired by club management, agents, vendors, and other personnel conducting business with Club management shall normally not be permitted use of Club facilities.

c. Dress Code. Navy uniform regulations shall apply. Personnel in military uniform shall be uncovered. When civilian clothing is worn, personnel shall ensure their dress and personal appearance does not bring discredit to the Navy. Head gear (ball caps/cowboy hats) in good taste may be worn while in civilian attire. Footwear is required at all times. Clothing of any type with illustrations using obscene language or which promote or advocate the use of illegal drugs is prohibited. Articles of clothing with holes, tears or an overabundance of patches are considered inappropriate. The following items are prohibited from wear while in the club:

(1) Earrings/earstuds will not be worn by male military patrons. Nose rings will not be worn by either male or female military patrons.

(2) White undershirts, tank tops, halter and tube tops for men or women, and clothing of see-through material without undergarments.

(3) Undergarments worn as outergarments.

(4) Uniform articles so marked, worn with civilian

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clothing.

(5) The wearing of distinct uniform items of other branches of the Armed Forces, such as field jackets and fatigue trousers.

(6) Military issue foul weather clothing worn with civilian or military attire.

(7) Informal athletic clothing, such as gym clothes, sweat shirts and sweat pants that are worn, torn, or unsightly is not permitted.

315. LIBERTY (Life is Better Everywhere Recreation Takes You) Program

a. The Liberty Program offers a wide variety of creative programs and activities for young enlisted personnel. This program attempts to relieve stress and boredom through fun and exciting activities. One of the goals of this program is to offer participants alternatives to unhealthy leisure activities. Instead, this program offers constructive activities which will enable them to use their off-duty time in a fun and healthy manner.

b. The Liberty Program is located in The Loft, Building 2A. The Loft offers, pool and video games, music sound rooms, computer learning center, t.v. room, relaxation area, meeting rooms and food court. All of this is in a non-smoking and non-alcoholic drinking environment.

316. Equipment Issue. Various items of athletic and outdoor recreation equipment may be checked out by eligible personnel.

a. Athletic Equipment. Items available for check-out at Building 440 include: Footballs, volleyballs and basketballs. Check-out of athletic gear for team use will be made only to individuals designated in writing by respective commands as being authorized to check-out gear. Equipment checked-out will be returned no later than 10 days after the completion of the season or tournament. Individuals not returning the gear will be charged for the replacement of those items not returned. For further information call 688-3419/5315.

b. Great Lakes Outfitters

(1) Winter items available for rent include: Alpine skis, Nordic skis, snowboards, ice skates, ice fishing equipment, toboggans and tubes.

(2) Summer items available for rent include: tents;

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sleeping bags; backpacks; fishing poles; hunting equipment; large pop-up campers; sports equipment; mountain bikes; picnic items; canoes; sea kayaks; fishing boats and sailboats.

(a) Boat rentals: Sailboat rentals/fishing boat rentals. For fishing boat licenses, patrons will be required to take a motor boat safety exam provided by staff at Great Lakes Outfitters. This exam will be on file for one year from the date taken. The Outdoor Recreation Program Manager with assistance from a sailing instructor and the Great Lakes Yacht Club, shall administer the Naval Recreational Sailing Program.

(3) Check-out Periods. Equipment may be checked out as follows:

(a) Rental Periods. Unless special arrangements have been made with the Great Lakes Outfitters Manager, equipment may be checked out for periods not to exceed seven days.

(b) Leave. Upon presentation of authorized leave papers, equipment may be checked out to active duty military personnel for leave periods not to exceed 15 days. Exceptions may be made by the Great Lakes Outfitters Manager on an individual request basis.

(c) Reservations. Active duty military personnel may make tentative reservations for tables, chairs, canopy tents and associated equipment up to 30 days in advance. Reservations for command functions can be made up to 30 days in advance. Command functions must be approved in writing by CO/OX and must be submitted to MWR for rental equipment. Gear not returned will be charged against the command's unit allocations. Gear for command functions may not exceed three days.

c. Responsibilities. Personnel checking out equipment will be responsible for:

(1) Inspection of any/all equipment prior to assuming custody in order to ensure equipment is in the proper condition.

(2) Personnel must exercise proper care, routine maintenance and security of equipment checked out.

(3) Equipment must be returned in the same condition as received, except for normal wear. If equipment is stolen, the individual must notify the appropriate civil or military authorities and submit a report of investigation to the Outdoor Recreation Manager. Replacement costs for equipment lost, broken or stolen will be the responsibility of the individual renting the equipment.

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(4) Personnel must observe all state and local regulations concerning the operation of boats, motors, canoes and associated equipment on public and private waterways.

317. Family Activities Branch, Great Lakes, Fort Sheridan and Glenview

a. Locations

(1) The Family Activities Branch, NTC, Great Lakes is located in Building 2600, Forrestal Village which is a multi-purpose building providing facilities and recreational activities for family members. The facility includes a Youth Center which is a fully equipped recreational facility open for Youth Club members and their guests, and a large (20,000 sq. ft.) multi-purpose room which can be used as a gymnasium, roller rink, movies, dances and special events. An additional 14,200 sq. ft. recreation area includes: four multi-purpose rooms, games, concession area and an indoor play structure.

(2) The Family Activities Branch, Fort Sheridan is located in Building 369 in the Sheridan housing area approximately 10 miles south of NTC, Great Lakes. The facility includes an activity area (approximately 4,000 sq. ft.) for children ages 6-18.

(3) The Family Activities Branch, Kids World is located at 2101 1st Avenue, Glenview, 22 miles south of NTC, Great Lakes. The facility includes a multi-purpose activity area. Classrooms and outdoor play are for families and children ages 6-18.

b. Eligibility. The NTC Youth Program is open to military and DoD civilian family members. DoD civilians must be employed by NTC, Great Lakes, component, or tenant commands. The Youth Center is open only to eligible family members 18 years of age and younger. Sponsored guests are permitted on an occasional basis only. Guest fees may be charged.

c. Program. Professionally trained recreation leaders conduct a wholesome year-round leisure time recreational program for family members ages six through 18. Separate programs are operated for various age groups.

d. School Age Care (SAC) Program. A supervised before and after school program is available for eligible elementary school children. A waiting list will be maintained, if necessary.

e. Equipment. The program provides pool tables and ping-pong tables, televisions, video games, concessions, table games, lounge, craft areas and soft play structure.

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318. Golf Course. Willow Glen Golf Course is located west of Building 3400 on Buckley Road. It is normally open from April through November. Facilities include an 18-hole golf course, a driving range, practice putting and chipping green, Pro Shop and clubhouse with food and beverage service. For more information call the Pro Shop at 688-4593.

a. Guests. Guests must be accompanied and identified by the sponsor. Except for approved tournaments, guests must play in the same group as their sponsor. Community groups and individuals, other than occasional guests of military personnel, may be authorized by CNTC.

b. Reciprocity. Reciprocity agreements will not be made with other golf courses. Membership cards or passes issued by other courses will not be honored in lieu of payment of local fees.

c. Regulations Governing Play on the Golf Course. Specific rules and regulations governing play are as follows:

(1) Registration. Each player will register with the cashier before paying.

(2) Precedence for Play. Active duty personnel and their family members have precedence over all other authorized players and there will be no special rank or rate privileges on Willow Glen Golf Course.

(3) Minors. Minor family members are eligible to use the facilities of the Golf Course subject to the restrictions set forth in Article 317c(12) (Rules for Junior Patrons) of this instruction. For safety reasons children five years of age and younger must remain off the golf course.

(4) Reservations

(a) Golf. Active duty personnel, their family members and reservists may make weekend tee time reservations beginning on Saturday prior. Retirees and their family members may call on Sunday. DoD and other eligible civilian personnel may call on Wednesday. Reservations are recommended for weekends and holidays.

(b) Tournaments. Tournaments may occasionally close the course to regular play. Tournament schedules will be posted in advance and participation in scheduled tournaments is limited to eligible personnel. MWR tournaments have a priority over others.

(5) Clothing. Appropriate attire which conforms to

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present style of golf course dress is acceptable on the golf course. The golf course management has the right to refuse play to any person whose attire may be considered offensive to other patrons. If the uniform of the day or liberty uniform is worn, officers, chief petty officers and enlisted personnel may remove ties, neckerchiefs, hats or covers. In addition, the regulation short-sleeved white undershirt may be worn in lieu of the white jumper when service dress white is the prescribed uniform of the day. While civilian attire is considered more appropriate than the uniform, collared shirts must be worn at all times. High-heeled shoes are not permitted on the Golf Course. Golf shoes (without metal spikes), flat-heeled leather, tennis, or crepe-soled shoes are acceptable.

(6) Power Golf Carts. Powered carts are intended as a convenience for patrons and shall only be rented to holders of a valid driver's license. Costs to repair damage to golf carts resulting from improper operation or abuse will be the responsibility of the user.

(7) Customs, Courtesies and Rules

(a) All persons utilizing the golf course are expected to observe established customs, courtesies and rules. Except as modified by instructions printed on the scorecards, U.S. Golf Association rules apply.

(b) Patrons who violate rules of play or do not use proper etiquette will be cautioned by golf course management. Players who continue inappropriate behavior on the course, and those who cause damage to the course will be requested to stop play and leave. A full report will be made immediately to the ACOS, QOL/Director of MWR.

(c) Spectators will be allowed in designated areas on the course only during special events.

(8) Tee Off

(a) On Saturdays, Sundays and holidays, groups may tee off only when authorized by the official starter. Players will be started in the order they appear on the tee-off register.

(b) Players with reservations have precedence.

(c) Groups of four players will have precedence over smaller groups unless the starter can combine small groups of individuals into a foursome. Singles and twosomes must have permission of the starter prior to beginning play.

(d) Groups of five or more players are normally

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prohibited, unless authorized by Golf Course Manager.

(e) Each player must have a set of clubs.

(9) Authorized Practice Areas. Practice is limited to the driving range, chipping green and practice putting green. Use of any other area for practice is prohibited.

(10) Range Balls. Use of driving range balls is prohibited on the course.

(11) Handicaps. To ensure individual handicaps are as accurate as possible certain regulations, requirements and controls will be employed, including the following:

(a) Each time a person plays 18 holes, the score must be posted via computer entry (away scores must also be posted). Honor system applies!

(b) Intentional falsification of scores or the playing of extra strokes to create a larger handicap (IF PROVEN), will be just cause to eliminate the guilty party from all association with handicaps, tournaments and leagues. All previous rounds played will be voided (if in a tournament, league, etc.) and no handicap provided for the rest of the season.

(c) Failure to meet the handicap regulations will cause an individual's handicap to return to zero and all previous rounds voided for use in the computation of the handicap. The individual will start all rounds over again for handicap purposes.

(d) All disputes regarding handicaps will be settled by the Course Manager.

(12) Rules for Junior Patrons

(a) Junior golfers are (family members and/or authorized guests) ages 10 through 16.

(b) The Golf Course Manager must certify all junior golfers are capable of playing golf and that they are cognizant of the rules and etiquette of golf. The Course Manager will maintain a list of eligible junior golfers. Those not listed must be accompanied by parent or guardian.

(c) Junior golfers may participate in sponsored MWR golf clinics, group or individual lessons and junior tournaments.

319. Gymnasiums and Fitness Facilities

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a. Basic Facility Information440: (1) Eligibility for use of Buildings 2A, 3, 4, 80H, and

(a) Military (Active Duty, Retired, Reservist and their family members).

(b) DoD civilians are eligible to purchase membership. Civilian contractors are not eligible.

1. DoD civilians on official travel orders from other military bases may use the facilities upon presenting their orders and payment of the daily guest fee.

2. DoD civilians are not permitted to sign-in or sponsor guests.

3. DoD civilians who terminate their employment with Naval Training Center, Great Lakes will lose their membership privileges.

(c) Other (VA, Great Lakes Credit Union employees, Service School Command Contract Instructors and San Diego City College employees).

(d) DoD Civilian Membership. This membership permits individuals usage of the fieldhouse and swimming pool at Building 440; gymnasium and swimming pool at Building 80H; gymnasium and racquetball courts at Building 4; the Tri-Plex at Building 3; the Wellness Center at Building 2A; outdoor pool when in season at Building 712 and towel service. Civilian usage will be on a space available/not to interfere with military usage basis. Usage is not authorized during intramural or training activities, special events or when overpopulated with military personnel. No reservations will be accepted for racquetball; walk-ins only. Normal fees and daily locker charges are applicable. Civilian employees may purchase a quarterly pass (any three-month time period) or an annual pass. This pass may be purchased at the Sports and Fitness Office (Bldg. 440) Monday thru Friday 0800-1600.

(2) Collateral. All patrons are required to provide collateral to the front desk personnel at any of the Sports and Fitness facilities for checking out equipment or a locker. This collateral may consist of a driver's license, chow pass, etc., and will be held at the desk until the equipment/locker key has been returned to the counter from the individual who checked the item out. Active duty military identification cards will not be accepted as collateral. If collateral is not available the patron is required to complete an "Athletic Equipment Check-Out

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Form". Equipment that is not returned will be paid for by the individual accepting responsibility for the item(s).

(3) The Triplex Fitness Center (Building 3) also has special rates/charges for retired military. These rates/charges apply to classes, such as aerobics and special events. Otherwise retired military can use the Tri-Plex free of charge..

(4) Refunds. No refunds will be issued. Membership fees will not be prorated under any circumstances. Memberships are not transferable. A \$15.00 replacement fee will be charged for lost, stolen or mutilated (unreasonably abused) cards. Passes that appear to have been altered or tampered with will be voided and confiscated by the sponsoring facility for possible replacement.

(5) Membership. MWR reserves the right to deny or rescind membership privileges to any person not conforming to appropriate hygiene and appearance standards or not maintaining proper decorum.

(6) Minimum age to use the facilities. Family members under 14 years of age must be accompanied by their parent/guardian. Constant supervision from the parent/guardian is required for safety reasons.

(7) Guest Policy:

(a) Only Military can sponsor guests.

(b) Military can sponsor up to two (2) guests each day.

(c) Sponsors must remain in the facility with their guest(s).

(d) Sponsors are responsible for the actions of their guests.

(e) Guests are allowed to participate in Athletics Branch events by paying the applicable fee.

(8) Footwear. All patrons are required to hand carry their tennis shoes into all Sports and Fitness Facilities. Running shoes are NOT allowed on the basketball courts; these are shoes that the bottom of the surface curls up and over upon the toes. Also, off road utility shoes are NOT allowed upon the basketball courts.

(9) Clothing. All patrons are required to place their clothing in lockers. Clothing may not be left out on the deck

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space. This is a trip (safety) hazard and fire regulation.

(10) Food and Beverages. No patrons are allowed to enter a gymnasium with these items. Please properly dispose of all food and beverage prior to entering.

b. Procedures regarding the use of MWR Sports and Fitness facilities for Physical Readiness Testing (PRT) and mandatory physical training (PT) are as follows:

(1) Building 4 is designated as the facility for PT as well as for recreational use.

(2) Building 440 is designated as a recreational fieldhouse and is an alternative site for mandatory PT and administering the PRT. Building 440 will be used for mandatory PT only when Building 4 is not available.

(3) When PT testing occurs, other activities in the vicinity shall stop so as not to interfere with test measurement. Regularly scheduled command workouts are not considered testing.

(4) Activities will coexist peacefully when testing is not taking place.

(5) Command Fitness Coordinators will contact the Sports and Fitness Office at ext. 3419 to schedule times for training and testing. The Athletic Office begins accepting fall/winter seasonal PRT/PTs on a regularly scheduled basis beginning on the first day after Labor Day weekend and is good only until the last day of the following April. All PRTs/PT will be issued and guaranteed on a first come, first served basis. To register, contact the Sports and Fitness Office for a registration form.

c. For additional information regarding hours of operation, fees and charges, etc., contact the Sports and Fitness Division at 688-3419/5315.

320. Information, Tickets and Tours Office

a. Location. The Information, Tickets and Tours (ITT) "Ticket Express" sales office is located in Building 111. For information call 688-4813/3537.

b. Services. ITT provides "what to do" information, discount tickets and tours through the Ticket Express Office, Building 111, 688-3537, per reference (h).

321. Java Coast

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a. Java Coast Coffee Cart is located on the 2nd deck, at Hospital Corps School, Building 130H. For Additional information contact the Food and Beverage Office at 688-6946.

b. Java Coast features premium baked goods, specialty coffees and teas, espresso, lattes and bottled juices. Open Monday through Friday, 6:00 am - 12:00 noon, available to all staff, students and civilians.

322. Jogging/Running Tracks

a. Indoor. Two indoor running tracks are located in the Tri-Plex Fitness Center in Building 3 and another in the Fieldhouse, Building 440.

b. Outdoor. A 400 meter all-weather track is located on Constitution Field and a 440 yard track is located in Camp Moffett, RTC.

323. Library. The Great Lakes Library is located in Building 3 (lower level) and provides approximately 27,000 volumes of books, periodicals, magazines, newspapers and other materials for informational, educational, technical, reference and recreational reading. It also provides computers for customers' research, word processing and Internet access. A professional librarian and technical assistants are available to assist patrons. Contact 688-4617 for additional information. In addition, NTC has an agreement with both Highland Park and Highwood Library for access of residents in the Phillip H. Sheridan housing area.

a. Usage

(1) Loan Periods. The normal loan period is two weeks. Books and books on tape not on reserve may be renewed by phone or in person for an additional two-week loan period.

(2) Reservation of Books. Authorized patrons may place books and books on tape on reserve either in person or by telephone. Borrowers, once notified of the availability of the desired item, must pick them up as follows:

(a) Within three days of telephone notification for books on tape and for books having a waiting list.

(b) Within one week after notification for other items. Items not picked up in the specified period will be returned to normal circulation.

b. Responsibility of Borrower. The borrower shall be responsible for the following:

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(1) Proper return of items on or before the due date. Payment of a fine if items are more than three weeks overdue.

(2) Proper care of items. Restitution for items lost, damaged, or stolen will be made in accordance with reference (j).

324. Marina. A full service recreational marina is located at Great Lakes Harbor on Lake Michigan. The harbor is usually open mid-April to mid-October. In addition to providing seasonal buoy/slip rental, the marina also offers winter boat storage. The Ship's Store has a variety of bait and fishing items for sale. For more information contact the Harbormaster at 688-5417. Specific rules and regulations regarding Harbor Administration are contained in reference (k).

a. Rental/Charter Boats

(1) Sailing Craft. Sailing craft can be rented from Great Lakes Outfitters.

(2) Charter Boat. A charter boat is available for small group charter fishing for salmon and trout in Lake Michigan. Reservations for charters may be made by contacting the Boathouse, Building 13 at 688-5417. Deposit is required.

b. Mooring Buoys and Slips for Private Boat Owners

(1) Assignment of Space. Allocation of berthing space in excess of the requirements outlined in reference (k), for Naval vessels, official boats, and recreational sail program will be made in order of their priority as follows:

(a) Active duty military and their family members.

(b) Retired military, reservists and family members.

(c) Others. Mooring spaces will be assigned to other personnel only after the needs of personnel identified in subparagraphs (a) and (b), above, are met. Buoy assignments will be made on a first-received, first-assigned basis; however, boat owners who had an assigned space during the previous boating season will receive priority. If necessary, stardock, slips and wall moorings will be assigned by a lottery system. Assignments will be subject to boat size restrictions as determined by the Harbormaster.

(d) Transient Mooring Space. Reservations for transient mooring space can be made with the Harbormaster on a first-come/first-served basis.

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c. Sailing Licenses

(1) The Harbormaster shall administer the recreational sailing licensing program per reference (1). The following licenses may be issued:

(a) Sunfish - no license required, must sail within harbor and hold basic knowledge of sailing.

(b) Mate "A" - qualified to sail Sunfish and Capri 14 inside harbor along with another Mate A or higher sailor.

(c) Skipper "B" - centerboard qualified to sail Rhodes 19 and Hobie 17 within three miles of Great Lakes Harbor.

(d) Skipper "B" - keel qualified to sail Catalina 22 and 27 within 30 miles of Great Lakes Harbor. Submission of a cruise plan is required.

(e) Senior Skipper - qualified to sail a Catalina 27 offshore with at least 30 hours logged sea time from a similar boat. Submission of a cruise plan is required.

(2) The Navy Recreation Sailing Program may issue a license based upon either a demonstrated ability to sail that class of boat and awareness of the local sailing rules, by written test and a check out ride. Patron may show documented evidence from another Navy Sailing program or equivalent sailing certificate of the ability to sail that class boat.

(3) The Navy Recreation Sailing Program may suspend or revoke a license for any action which, in the opinion of the program manager, endangers life or property, reflects poorly on the Navy, or demonstrates poor judgement.

(4) Standards for determining qualifications for the various licenses are contained in reference (k) Navy Recreation Sailing Program.

d. Issuance of Sailboats (Rentals)

(1) No boat shall be issued to a person who is not properly qualified in that class of boat.

(2) All family members under 16 years of age must obtain written consent of parents to become participants in the sailing program. All children under 12 years of age must be accompanied by a parent, or an adult before embarking in any boat.

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(3) Anyone qualified may obtain small boats on a first-come, first-served basis. The Harbormaster may reserve small boats in each class for instruction and/or qualification purposes only.

(4) MWR rental auxiliary yachts may be sailed more than 10 miles from the outer breakwater or after sunset only with the specific permission of the Harbormaster.

(5) Requests for use of the auxiliary yachts for overnight cruises and cruises greater than 30 miles must be submitted to the Harbormaster for approval not less than 48 hours in advance of desired use.

(6) In order to facilitate the equal assignment of MWR rental auxiliary yachts to skippers, the Harbormaster will keep a calendar for all reservations. Reservations may be made in advance on a first-come, first-served basis. Except for overnight cruises and special events sanctioned by MWR, reservations shall not be accepted more than one month prior to the date of a sail. If a skipper with a reservation does not check-out the yacht within one hour of the time reserved, the reservation will be considered canceled. If a person, on two consecutive occasions, fails to cancel a reservation, or check-out a reserved yacht without valid reason, the Harbormaster may deny that person the privilege of reserving yachts.

(7) The first priority for use of the auxiliary yachts is to provide all eligible hands the maximum amount of general sailing in accordance with this manual.

e. Fishing Passes. Fishing at NTC is under control of the Harbormaster and will be in accordance with Illinois State fishing laws. All base personnel and a limited number of non-government personnel with guest fishing passes are permitted to fish. Detailed information is contained in the annual NTC Notice 1710.

f. Dry Storage. Pending availability of space, this service is available in Building 51 and at the Recreation Vehicle Storage Lot. A fee will be charged. Reservations can be made at the Marina and at MWR Administrative Services Office, Building 160.

g. Winter Storage. Winter boat storage is available at the Marina Boathouse. Outdoor trailer or cradle and indoor storage is available. Storage priority will be given to regular mooring customers and then opened to all boat owners. A fee will be charged. Reservations can be made at the Marina and at MWR Administrative Services Office.

a. Ten small picnic shelters are located on the beachfront, north of Building 51.

b. Three small picnic shelters are located on the beachfront, south of Building 13.

c. One small picnic shelter is located adjacent to the Marina north inner harbor for use by pleasure boaters.

d. Two large picnic shelters are located in the Morrison Glen Picnic Area in Camp Barry.

e. All shelters, except those in Morrison Glen which may be reserved at MWR, Building 160, are available for use by groups on a first-come, first-served basis. A clean-up deposit may be required. MWR reserves the right to determine the minimum group size for use of shelters.

f. Alcoholic beverages are permitted at the Morrison Glen Picnic Area with an approved reservation permit. Illinois State drinking laws and reference (i) pertain.

327. Pool Tables. MWR Maintenance/Facilities Branch will maintain all pool tables owned by MWR. Pool tables in the subcustody of other activities or located in other than an MWR facility shall be maintained at the user's own expense. Activities may charge their unit allocations for material and/or labor, do the maintenance themselves or hire an outside contractor. Other options would be to have the table removed by MWR and have it replaced with a pay table through a private contractor. Pay tables will require an adequate volume of play. To have a pool table removed, a Memorandum Work Request (NTC Form 4700/4) must be submitted to the MWR Facilities Branch Manager, Bldg. 154, NTC Great Lakes.

328. Port O'Call. The Port O'Call is an All Hands Banquet and Conference Center located in Building 140, overlooking Lake Michigan. It is established primarily to provide meeting and food and beverages for eligible patrons of the club. Under no circumstances will the club book parties without the financial responsibility of an eligible sponsor. Sponsorship of private parties is limited to active, retired, reserve and DoD personnel. Regulations require all participants of a private party to be guests of an authorized patron. The sponsor assumes full responsibility for the guest's conduct and payment of goods or services provided by the club. With the exception of special occasion cakes, all food and beverage shall be provided by the club (Chap. 2, Sec. B, Para. 211-b of reference (b)). Navy regulations also prohibit the removal of any leftover food or beverages from the club, without exception (Chap. 2, Sec. A, Art. 208-e of reference (b) pertains). The All Hands Eagle's Nest

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h. RV Campsites. The Marina issues passes for use of the eight RV Campsites located approximately .5 miles north of the Marina. Daily rates are \$5.00 which provides the space and use of showers and pumpout service at the Marina. Call 688-5417 for more details.

325. Movie Theater (Ross Auditorium), located in Building 110, provides approximately 1,800 seats for movies and theater presentations. For additional information regarding movies or auditorium usage call 688-6763.

a. Age Limits. Family members 10 years of age or older in possession of a military family member identification card will be admitted. Family members under the age of 10 years will be admitted only if accompanied by an older brother, sister or parent. Preschool-age children must be accompanied by a parent or an older brother or sister at least 12 years of age.

b. Food and Drinks. MWR is responsible for the sale of food and drink in Ross Auditorium. Patrons should respect the rights of others in the consumption of food and drinks by disposing of wrappers and containers in trash cans.

c. Smoking. Smoking is prohibited in the theater.

d. Movies. Single feature motion pictures are shown three times per week. Matinee movies may be shown from time to time as needs and interest dictate per reference (m). The Great Lakes Bulletin, MWR Scoop Line, 688-2110, ext. 697, and Ross Auditorium flyers detail movie listings and show times.

e. Reservations. Requests for use of Ross Auditorium (Building 110) will be forwarded by letter to the ACOS, Base Operations for approval. Each request will contain justification for desired usage. Non-command functions are subject to a rental fee.

f. Good Order and Discipline. Ross Auditorium management personnel will maintain good order and discipline in the theater. As directed by paragraph 1005 of reference (q), all personnel will be required to show proper respect during the playing of the National Anthem. Any person failing to show this respect will be required to leave the theater and if difficulty arises with their removal, management personnel shall call the Security Department for assistance. A written incident report containing the identity, status and command of the individual removed will be forwarded to the ACOS, QOL/Director of MWR via the Recreation Division Director and the Theater Manager the next working day.

326. Picnic Facilities. Sixteen MWR picnic shelters are available for use as follows:

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Cafe and Staff Club Pub 140 are also located in Building 140.

329. Racquetball Courts. Call Courts Plus, Bldg. 4, at extension 6750 for information on racquetball courts.

330. Recreational Vehicle Storage

a. Vehicle Storage lots are located in Forrestal Village and Philip H. Sheridan Reserve Center and Glenview Navy Housing area. Space assignments are on a first-come, first-served basis for eligible personnel.

b. To obtain an assigned space, individuals must contact MWR Administrative Services Office in Building 160 for Great Lakes and Fort Sheridan. Payments for Glenview spaces may be made at Kids World, 2101 1st Ave., Glenview, IL. Each vehicle stored in the lot must be registered.

c. All fees will be paid before decals are issued. Long and short term parking is available. All fee, decals and storage lot passes are issued through Building 160 between the hours of 0800 and 1600, Monday through Friday. More information may be obtained by calling the MWR Administrative Services Office at (847) 688-2110, ext. 118.

331. Recruit Recreation Center (Recruits Only). A Recruit Recreation Center, located in Building 1326, provides table games, pool tables, ping pong tables, sound booths, televisions, amusement machines and computers.

332. Remote Control Car Track. A track for use by remote control car enthusiasts is located west of the Fieldhouse, Building 440. Electrical power is available on the site for battery recharging. For information contact the MWR Sports and Fitness Branch at 688-3419/4315.

333. Showmobile Use and Operations Policy. Procedures regarding the movement, set-up and operational use and maintenance of the MWR Showmobile are as follows:

a. Responsibility. The overall responsibility for the scheduling, use and maintenance of the Showmobile rests with the Facility/Maintenance Manager, Morale, Welfare and Recreation (MWR) Department.

b. Requests for Use. Requests for use of the Showmobile will be submitted in writing to the ACOS, QOL/Director of MWR, Building 160. Minimum lead time is 10 working days. The Showmobile may not be used off the Great Lakes complex. Appropriate charges may be made to cover any expenses incurred in transit and setup/takedown.

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c. Movement of Showmobile. The responsibility for safe movement of the Showmobile rests with the Facilities/Maintenance Branch. Minimum lead time for scheduling moves is 10 working days.

d. Set-up and Take Down. Set-up and take down of the Snowmobile is the responsibility of the user, including providing adequate labor resources. Instruction and/or supervision in set-up procedures shall be provided by Facilities/Maintenance Branch personnel.

e. Clean-up. Clean-up of the Showmobile is the responsibility of the user.

334. Student Recreation Center. The Student Recreation Center (The Loft) located in Building 2A, provides recreational opportunities such as: billiards, public use computers, music room, video/arcade games and T.V. lounge. Although open to all active duty enlisted, the center is predominately set-up for students. For more information call 688-2219.

335. Swimming Pools (Indoor and Outdoor)

a. Location and Operation. There are three swimming pools:

(1) Indoor swimming pools are located in the Fieldhouse, Building 440 and in the Gym, Building 80H.

(2) The outdoor swimming pool and water slide (Bldg. 712) are located directly south of The Factory. For current hours of operation call 688-3419/5315R.

b. Responsibilities

(1) In addition to fulfilling the requirements of reference (d), the ACOS, QOL/Director of MWR, will provide the following:

(a) An Aquatics Manager.

(b) Certified lifeguards.

(c) Appropriate lifeguard clothing with distinguishing markings and appropriate safety equipment.

(2) The Aquatics Manager shall:

(a) Be responsible for proper maintenance, storage and use of the lifesaving equipment.

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(b) Ensure the lifeguards are in the proper stations prior to pool opening and all lifesaving equipment is readily available.

(c) Maintain the pool area ensuring that personnel using the pool follow the rules and regulations. Noncompliance will result in restricting the use of swimming facilities. Violations of safety regulations that could jeopardize the safety of themselves or others will result in permanent denial of swimming privileges.

(d) In case of a serious accident/incident, the lifeguards will immediately render first aid and contact the Security Department by radio to notify the ambulance.

(e) Immediately after such accident/incident, prepare an incident report giving full details including action.

(3) Patrons and swimmers will:

(a) Follow the directions of lifeguard personnel.

(b) Adhere to all rules posted around the pool or beach area.

(c) Wear proper bathing attire. Extremely brief bathing suits are not considered proper attire.

(d) Clear the water when directed by lifeguards.

(4) Non-swimmers shall notify the lifeguard before entering the pool. All bathers not able to swim at least one length are restricted to water not over their chest in depth.

(5) Children of the opposite sex, over four years of age, are not permitted in the locker rooms.

(6) Children under 10 years of age must be accompanied by and be under the direct supervision of an individual whose minimum age is 16 years. Children between the ages of 10 and 16, if left unattended, must demonstrate the ability to swim a minimum of 25 yards.

336. Tennis Courts (Outdoor)

a. Location. Three tennis courts are located east of Building 122; ~~four~~ tennis courts, west of Building 440 (Fieldhouse); six tennis courts are located in Barry Park; one tennis court is located adjacent to Quarters K; and one tennis courts is located near 200H Hospital.

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b. Operating Policies. These courts may be used for tennis practice, tennis matches and tennis tournaments as scheduled by the Sports and Fitness Manager. Outdoor tennis courts are available on a first-come, first-served basis. Soft-soled shoes are required.

337. Travel Agency. A full service travel agency, SATO, operates on base. Profits from this service are returned to MWR. The location is PSD, Building 2C. Contact 688-3481, respectively, for additional information.

338. Veterinary Services. The Veterinary Treatment Center is located in Building 111H and provides limited medical care to animals. A Veterinarian and Technical Assistants are available for consultation. For additional information on available services call 688-5740.

a. Eligible Patrons. Anyone with a valid military I.D. that has "Yes" checked for medical on the back.

b. Services Offered. Limited and annual vaccinations for dogs and cats, routine physical exams, heartworm testing, treatment, and prophylaxis; fecal exams; feline leukemia testing; routine blood parameter evaluations; spay/neuter of animals adopted from base stray facility; other tests as warranted for potential zoonotic diseases, as well as dispensing of drugs for treatment.

339. Undergrounds Coffee Company

a. Undergrounds Coffee Company is located on the lower level of Naval Hospital Great Lakes, Building 200H. For additional information contact the manager at 688-7533 or the Director of Food and Beverage at 688-6946.

b. "Undergrounds" features sandwiches, soup, premium baked goods, specialty coffees and teas, espresso, lattes, bottled juices and other assorted beverages; is open Monday through Friday, 7:00 a.m. - 3:00 p.m.; and is available to all military and civilian personnel and patients.